



DAVID SANDERS,
PH.D.
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

Board of Supervisors

GLORIA MOLINA
First District

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MICHAEL D. ANTONOVICH
Fifth District

April 20, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR APPROVAL OF FORM AMENDMENT TO EXTEND FAMILY
SUPPORT PROGRAM SERVICES WITH TWENTY-FOUR (24) AGENCIES
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached Form Amendment (Attachment B) to extend Family Support Program services Agreements for six (6) additional months from July 1, 2004 through December 31, 2004 with the twenty-four (24) agencies listed in Attachment A. The total sum for the extension of Family Support Program services Agreements is \$5,008,539. The cost of the Agreements is 100% financed by federal Promoting Safe and Stable Families (PSSF) funding with no net County cost. Sufficient funding for Family Support Program services is included in the Fiscal Year (FY) 2004-05 Proposed County Budget.
2. Delegate authority to the Director of the Department of Children and Family Services (DCFS), or the Director's designee, to execute the Amendments with the agencies and in the amounts listed on Attachment A; and instruct the Director of DCFS, or the Director's designee, to notify the Board and the Chief Administrative Office (CAO) in writing of the execution of these Amendments within ten (10) work days of the date of their execution.
3. Delegate authority to the Director of DCFS to execute amendments to increase or decrease the total payments to contractors up to ten percent (10%) of the original maximum contract sum commensurate with increases or decreases in units of service, provided that: (a) sufficient funds are available, (b) DCFS obtain the prior approval of both the County Counsel and CAO; and (c) the Director of

DCFS notify the Board of Supervisors and CAO in writing within ten (10) working days of execution of such an amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The federal PSSF Program funds four categories of services, among them Family Support and Family Preservation; and PSSF requires counties to utilize at least 20 percent of the PSSF allocation for Family Support services.

The current Family Support Program services Agreements will expire on June 30, 2004. The purpose of the recommended actions is to extend the term of the current Family Support Program Agreements listed on Attachment A for six additional months. On December 28, 2003, a letter was sent to the State requesting approval to extend the PSSF Program contracts for six months (Attachment C). The State provided approval to extend the Family Support and Family Preservation contracts through December 31, 2004 (Attachment D).

The six-month extension will allow DCFS time to develop and complete a new RFP designed to coordinate and redesign service delivery with other social service providers in Los Angeles County into a continuum of services for children and families. It will also enable DCFS to ensure that PSSF funding is allocated among the Family Support and Family Preservation programs based on the most recent State mandates. The tentative release date of the RFP is July 2004.

Additionally, an existing Memorandum of Understanding (MOU) with the Department of Parks and Recreation will also be extended for six months. The MOU with the Department of Parks and Recreation will provide \$223,479 for the provision of Family Support Program services to families and children at various parks and recreation centers throughout Los Angeles County.

Approval of the Amendments will allow for the continuation of Family Support Program services that are designed to enhance the safety and welfare of children throughout the County of Los Angeles through the prevention of child abuse and neglect. Without approval of the recommended action, Family Support Program services will no longer be available to families and children throughout Los Angeles County after June 30, 2004.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goals 1 (Service Excellence) and 5 (Children and Families' Well-Being). The recommended actions will provide continued access to Family Support Program services and collaborate/integrate services for children and families across functional and jurisdictional boundaries.

FISCAL IMPACT/FINANCING

The total cost for the Amendments is \$5,008,539; the cost of the MOU with the Department of Parks and Recreation is \$223,479 for total costs of \$5,232,018. These costs are fully financed using federal PSSF funding; there is no net County cost. Sufficient funding is included in the FY 2004-05 Proposed County Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The authority for the Family Support Program service Agreements rests, in part, on the federal law that created and funded the federal Family Support Program, later renamed PSSF. The federal program seeks, among other things, to use community-based services to promote the safety and well being of children and families.

The federal PSSF Program funding requires at least 20 percent of the allocation to be used for each of the following services: Family Support, Family Preservation, Adoption Promotion and Support, and Time-Limited Family Reunification. DCFS has requested and received approval from the State to extend the Family Support and Family Preservation Agreements through December 31, 2004.

The six-month extension with twenty-four (24) current contractors will allow sufficient time to complete development of the new PSSF RFP for release in July 2004 which will include Family Support and Family Preservation services. The RFP will serve to coordinate and redesign service delivery in the County into a continuum of services for children and families throughout Los Angeles County. The new RFP will ensure compliance with federal mandates for PSSF services

The Form Amendment includes revised Statements of Work and Budgets to reflect the six-month extension. The form Amendment incorporates language currently required in all County contracts.

This Board Letter and form Amendment have been reviewed by County Counsel and CAO. County Counsel approved the form Amendment as to form.

CONTRACTING PROCESS

No additional solicitation process was required for these Amendments since the Amendments extend the term of the existing Agreements. DCFS has evaluated and determined that the Living Wage Ordinance Program (County Code Chapter 2.201) does not apply.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The continued availability of Family Support services is paramount to the prevention of child abuse and neglect by promoting child safety, empowering families, and facilitating healthy parent-child relationships. Approval of the Amendments will allow the current Family Support Program service providers to utilize PSSF funding to provide Family Support Program services within their respective communities for up to six additional months.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board letter and attachments to:

1. Department of Children and Family Services
Attention: Walter Chan, Manager
425 Shatto Place, Room 400
Los Angeles, CA 90020
2. Office of the County Counsel, Children's Services
Attention: Rose Belda, Principal Deputy County Counsel
201 Centre Plaza Drive
Monterey Park, CA 91754

Respectfully submitted,

DAVID SANDERS, Ph.D.
Director

DS:WC:RML:ae

Attachments (4)

c: Chief Administrative Officer
Commission for Children and Families

FAMILY SUPPORT PROGRAM SERVICES – SIX-MONTH EXTENSION (FY 04-05)

AGREEMENT NO.	AMENDMENT NO.	AGENCY	FY 2003-04* ALLOCATION	FY 2004-05** ALLOCATION	SERVICE PLANNING AREA (SPA)
70936	9	Antelope Valley Child Abuse Center	\$212,032	\$141,355	1
70954	9	Boys and Girls Club of San Fernando Valley	134,088	89,392	2
70953	9	Child and Family Center	152,832	101,888	2
70917	9	Community Family Guidance Center	21,062	14,040	7
70984	9	El Proyecto del Barrio	152,832	101,888	2
70915	9	Friends of The Family	285,620	190,413	2
70985	9	Glendale Unified School District	182,719	121,813	2
70986	9	Hathaway Children & Family Services	213,268	142,179	4
70916	9	Helpline Youth Opportunities, Inc.	394,968	263,312	7
70987	9	Hillsides Home for Children	249,562	166,375	4
70933	9	Human Services Association	119,150	79,433	7
70988	9	Keep Youth Doing Something (KYDS)	332,157	221,438	2
70948	9	Korean Youth and Community Center	252,033	168,022	4
70952	9	Pasadena Mental Health Association	282,516	188,344	3
70934	9	Pacific Clinics	112,861	75,241	3
70989	9	Para Los Ninos	237,264	158,176	4
70949	9	Pico Union Westlake Cluster Network	182,719	121,813	4
70935	9	Pomona Valley Youth Employment	247,772	165,181	3
70951	11	Santa Anita Family Service	605,709	403,806	3
70990	10	Soledad Enrichment Action, Inc.	479,281	319,521	7
70906	10	South Bay Center for Counseling	1,140,514	760,343	8
70910	9	The Mar Vista Institute	320,223	213,482	5
70950	9	The Shields for Families Project	597,480	420,879	6
70937	10	Youth Opportunities Unlimited, Inc.	540,299	380,205	6
		TOTAL	\$7,448,961	\$5,008,539	

*The allocation reflects nine months of funding for the period of October 1, 2003 through June 30, 2004.

**The allocation reflects six months of funding for the period of July 1, 2004 through December 31, 2004.

FORM AMENDMENT
TO AGREEMENT NUMBER <Contract Number>
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
“AGENCY NAME”
FOR
FAMILY SUPPORT PROGRAM SERVICES

July 2004

**AMENDMENT NUMBER _____ TO FAMILY SUPPORT PROGRAM SERVICES
AGREEMENT NUMBER _____ WITH <AGENCY NAME>**

This Amendment Number ____ (hereafter, Amendment Number ____) to the Family Support Program Services Agreement Number _____, as previously amended, is made and entered into at Los Angeles, California this _____ day of _____ 2004, by and between the County of Los Angeles (hereafter, COUNTY) and _____ (hereafter, CONTRACTOR).

WHEREAS, the parties have previously entered into an Agreement to provide Family Support Program Services;

WHEREAS, the purpose of this Amendment is to extend Family Support Program Services for six (6) additional months, through December 31, 2004; and

WHEREAS, pursuant to Section 2.0, **CHANGES AND AMENDMENTS**, Sub-section 2.2 of the Agreement, the following changes are made to the Agreement;

NOW THEREFORE, in consideration of the foregoing and mutual consent herein contained, the Agreement is amended as follows:

1. Section 1.0, **APPLICABLE DOCUMENTS**, sub-section 1.1 and sub-section 1.2 are amended and restated in their entirety to read as follows:

- 1.1 Exhibits A, A -1, A - 2, A - 3, A - 4, A - 5, A - 6, A - 7, A – 8, _____, and Exhibits B, B - 1, B - 2, B - 3, B - 4, B - 5, B - 6, B - 7, B – 8, _____, C, D, E, F, G, H, I, J, K, and L are incorporated by reference to form a part of this Agreement.

- 1.2 In the event of any conflict in the definition or interpretation of any word, responsibility, service, schedule, or contents of a deliverable product between the Agreement and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Agreement, and then to the Exhibits according to the following priority:

Exhibit A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, A–8, _____ –
Statement of Work

Exhibit B, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, _____ –
Program Budget

Exhibit C – Sample Subcontract Agreement

Exhibit D – Employee Acknowledgment and Confidentiality Agreement

Exhibit E – Bidder's/Offeror's Equal Employment Opportunity (EEO) Certification

Exhibit F – Community Business Enterprise Form (CBE)

Exhibit G – Contract Accounting and Administrative Handbook

Exhibit H – Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations"

Exhibit I – Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Institutions"

Exhibit J – Internal Revenue Service Notice 1015

Exhibit K – Contractor Employee Jury Service

Exhibit L – Safely Surrendered Baby Law

2. Section 4.0, **TERM AND TERMINATION**, is amended in part to add sub-section 4.4 as follows:

- 4.4 The term of the Agreement shall be extended six-months through December 31, 2004 unless terminated earlier as provided herein.

3. Section 5.0, **CONTRACT SUM**, is amended in part to restate sub-section 5.1 and sub-section 5.2 and to add sub-section 5.7 as follows:

- 5.1 The maximum contract sum under the terms of this Agreement shall be the maximum monetary amount payable by COUNTY to CONTRACTOR as specified in Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8 _____, Program Budget, for supplying tasks, deliverables, goods, services, and other work specified herein under this Agreement. In no event shall this Agreement give rise to a charge on any other funds of COUNTY.

- 5.2 The maximum contract sum for the term of this Agreement is \$_____ and reflects the amount per Fiscal Year (FY) as follows:

<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>
\$_____	\$_____	\$_____
<u>YEAR 4</u>	<u>YEAR 5</u>	<u>YEAR 6</u>
\$_____	\$_____	\$_____
<u>YEAR 7</u>	<u>YEAR 8</u>	<u>YEAR 9</u>
\$_____	\$_____	\$_____

- 5.7 The maximum annual contract sum for the six-month extension from July 1, 2004 through December 31, 2004, shall not exceed \$_____.

4. Exhibit A-____, **STATEMENT OF WORK**, is amended, in part, to add the following section entitled "PREAMBLE" prior to the section entitled "INTRODUCTION":

PREAMBLE

For nearly a decade, the County has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles' Vision is to improve the quality of life in the County by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- Responsiveness
- Professionalism
- Accountability
- Integrity
- Commitment
- A Can-Do Attitude

➤ Compassion

➤ Respect for Diversity

These shared values are encompassed in the County Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the County's outcomes of well-being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County's health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the values and goals for guiding this effort to integrate the health and human services delivery system:

- ✓ Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- ✓ Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- ✓ There is no "wrong door": wherever a family enters the system is the right place.
- ✓ Families receive services tailored to their unique situations and needs.
- ✓ Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- ✓ The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.

- ✓ The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- ✓ In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- ✓ County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user-friendly, responsive, cohesive, efficient, professional, and accountable.
- ✓ County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- ✓ County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- ✓ County agencies and their partner create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- ✓ The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County's five outcomes for children and families: good health, safety and survival, economic well being, social and emotional well-being, and education and workforce readiness.

The County, its clients, contracting partners, and the community are working together to develop practical ways to make County services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. County departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles health and human service departments and their partners are working together to achieve the following **Customer Service And Satisfaction Standards** in support of improving outcomes for children and families.

Personal Service Delivery

The service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name
- Listen carefully and patiently to customers
- Be responsive to cultural and linguistic needs
- Explain procedures clearly
- Build on the strengths of families and communities

Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible
- Provide clear directions and service information
- Outreach to the community and promote available services
- Involve families in service plan development
- Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy
- Post complaint and appeals procedures

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

5. Exhibit A-____, **STATEMENT OF WORK**, is attached hereto and incorporated by reference. Exhibit A-____, Statement of Work, from July 1, 2004 through December 31, 2004, hereby amends by supplementing Exhibit A, Statement of Work, of the Agreement covering services provided.

6. Exhibit B-____, **BUDGET**, is attached hereto and incorporated by reference. Exhibit B-____, Budget hereby amends by supplementing Exhibit B, Budget for the contract period from July 1, 2004 through December 31, 2004.

EXCEPT AS SPECIFICALLY PROVIDED TO THE CONTRARY IN THIS AMENDMENT NUMBER _____, ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT AS PREVIOUSLY AMENDED SHALL REMAIN IN FULL FORCE AND EFFECT.

**AMENDMENT NUMBER ____ TO THE FAMILY SUPPORT PROGRAM
SERVICES AGREEMENT WITH <AGENCY NAME>**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Agreement to be subscribed on its behalf by the Director, or his designee, of the Department of Children and Family Services and the CONTRACTOR has subscribed the same through its authorized officer, the day, month and year first above written. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

DAVID SANDERS, PH.D., DIRECTOR
Department of Children and Family Services

<AGENCY'S NAME>

AUTHORIZED SIGNATURE

PRINT OR TYPE NAME

TITLE

AUTHORIZED SIGNATURE

PRINT OR TYPE NAME

TITLE

Tax Identification Number

APPROVED AS TO FORM BY THE
OFFICE OF COUNTY COUNSEL

By _____
Deputy County Counsel



DAVID SANDERS, PH.D.
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5802

December 28, 2003

Nina Grayson, Chief
California Department of Social Services
744 'P' Street MS11-82
Sacramento, California 95814

Dear Ms. Grayson,

On behalf of the Los Angeles County Department of Children and Family Services, this is a formal request for a six month extension of our Family Preservation and Promoting Safe and Stable Families contracts. In efforts to redesign child welfare services in Los Angeles County with its many complexities and to make it more consistent with the CWS redesign initiative, we plan to partner with First Five LA, who is preparing a \$50 million dollar Request for Proposal. The RFP is for Differential Response Child Abuse Prevention and Intervention Services. Many of the service needs identified by First Five LA are consistent with the CWS redesign model. A six-month extension would allow our Department and First Five LA to coordinate and redesign service delivery in Los Angeles County to provide a continuum of services to children and families.

In addition the contract extensions will not only support implementing the CWS Redesign, it will provide better coordination with the Performance Improvement Plan and Title 4E Waiver.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Russ Carr".

Russ Carr, Deputy Director
Service Bureau 2

RC:CR:rrs

I also called our FP/PSSF Liaison, Maryanne Miller to alert her of our request.

Board of Supervisors

GLORIA MOLINA

First District

YVONNE BRATHWAITE BURKE

Second District

ZEV YAROSLAVSKY

Third District

DON KNABE

Fourth District

MICHAEL D. ANTONOVICH

Fifth District

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 22, 2004

Russ Carr, Deputy Director
Service Bureau 2
County of Los Angeles
Department of Children and Family Services
532 E. Colorado Boulevard
Pasadena, California 91101

Dear Mr. Carr:

We are approving your December 29, 2003, request to extend Los Angeles County's Promoting Safe and Stable Families contracts for six months.

The California Department of Social Services acknowledges and supports the extension's purpose: to allow the Los Angeles County Department of Children and Family Services and the First Five LA Agency to coordinate and redesign service delivery in the county into a continuum of services for children and families. The Department appreciates the work your county is doing towards implementing a system of care which addresses and works towards the goals of the Child Welfare System Redesign, Performance Improvement Plan and the Title IVE requirements.

If you have any questions, please contact me or Maryanne Miller, Program Consultant, at (916) 651-6600.

Sincerely,

A handwritten signature in dark ink, appearing to read "Nina Grayson".

NINA GRAYSON, Chief
Child Protection and Family Support Branch

c: Sylvia Pizzini